**Request to Attend Velocity 2015 in Santa Clara**

Dear [Approving Manager],

I am writing to request your approval to attend [Velocity](http://velocityconf.com/web-mobile-business-conf-2015), taking place May 27-29, 2015 in Santa Clara. This event is the single most important gathering of web operations, performance, and DevOps pros. It covers the skills, tools, and strategies necessary to compete in today's software-driven world and to build a fast, resilient business. The agenda can be viewed at: <http://velocityconf.com/web-mobile-business-conf-2015/public/schedule/full/public>

At Velocity, I’ll find out how some of the world's most successful companies use IT as a business driver—and how we can apply what they've learned to [our company]. I'll learn how to implement the latest technologies, best practices, and tactics for end-to-end optimization, continuous delivery, and more. And I'll discover new approaches that may help us become more efficient, effective, and less dependent on outsourced services..

Many of the tutorials, trainings and sessions at Velocity are clearly aligned with our goals or specifically address some of our biggest challenges. I plan to attend the following sessions and report back on my findings:

[List Titles of Sessions, Tutorials, and/or Training you plan to attend]

The [All-Access Pass](http://velocityconf.com/web-mobile-business-conf-2015/public/content/all-access) includes access to all tutorials, sessions and keynotes, as well as networking activities, receptions, exhibit hall, and a Complete Video Compilation of all presentations that I can review and watch with others afterwards.

I plan to return with valuable, actionable insight on how to apply the knowledge I acquire at Velocity to our business. I would appreciate your approval as soon as possible in order to take advantage of conference and travel discounts.

Sincerely,

[Name]

[Title]